

**APPROVED 9/3/2002**

State of Texas  
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

848 - COMMUNITY AND RURAL AFFAIRS (formerly CENTER FOR RURAL HEALTH INITIATIVES)

1.1.002	937	AUDITS	AC+3	AC+3	O		P		AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.
1.1.007	685	ADMINISTRATIVE CORRESPONDENCE	3	3	O	R	P	X	
1.1.008	579	GENERAL CORRESPONDENCE	1	1	O		O		PAPER, ELECTRONIC
1.1.013	943	DESK CALENDARS/APPOINTMENT BOOKS	CE+1	CE+1	O		P		
1.1.014	966	LEGAL OPINIONS AND ADVICE	AV	AV	O	R	P		
1.1.020	994	OPEN RECORDS REQUESTS-APPROVED	AC+1	AC+1	O		P		AC=DATE REQUEST FULFILLED
1.1.021	995	OPEN RECORDS REQUESTS-DENIED	AC+2	AC+2	O		P		AC=DATE OF DENIAL OF REQUEST
1.1.025	999	AGENCY RULES, POLICIES AND PROCEDURES	US+3	US+3	O	R	P	X	
1.1.043	1011	TRAINING MATERIALS	US+1	US+1	O		P		
1.1.057	721	TRANSITORY INFORMATION	AC	AC	O		O		PAPER, ELECTRONIC
1.1.058	1112	MEETING AGENDAS AND MINUTES	PM	PM	O	A	P		
1.1.061	1039	MEETING NOTES	AC+90DAYS	AC+90 DAYS	O		P		
1.1.062	1072	MEETINGS SUPPORTING DOCUMENTATION	2	2	O	A	P		
1.1.063	1108	STAFF MEETING MINUTES	1	1	O		P		
3.1.001	722	APPLICATIONS FOR EMPLOYMENT-NOT HIRED	2	2	O		P		MAY CONTAIN CONFIDENTIAL DATA
3.1.014	785	EMPLOYMENT SELECTION NOTES	2	2	O		P	X	
3.1.019	803	PERFORMANCE APPRAISALS	2	2	O		P		MAY CONTAIN CONFIDENTIAL DATA
3.1.020	835	PERSONNEL CORRECTIVE ACTION DOCUMENTATION	AC+5	AC+5	O		P		MAY CONTAIN CONFIDENTIAL DATA. AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	846	POSITION JOB DESCRIPTIONS	US+4	US+4	O		P	X	

RETENTION CODES (Field 7)

\* - All Audit Requirements Will Be Met  
AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record  
C - Confidential

VITAL CODES (Field 11)

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3.3.023	865	REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS	FE+3	FE+3	O	P	
3.4.007	930	TIME OFF AND SICK LEAVE REQUESTS	FE+3	FE+3	O	O	PAPER, ELECTRONIC
5.3	933	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4	FE+4	O	P	

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